

EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMITS

This emergency teaching permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one calendar year. However, the holder may not serve as a substitute for more than 30 days for any one teacher during the school year.

Requirements for the Permit:

- ☐ possession of a baccalaureate or higher degree from a regionally accredited college or university;
- ☐ passage of the California Basic Educational Skills Test (CBEST);

Applying for the Permit:

Applicants may submit their application packets directly to CCTC or through their employing agency. The application packet must include:

- ☐ completed 41-4 application form;
- ☐ completed 41-CIC and two completed fingerprint cards (if not submitted previously);
- ☐ an original CBEST "Verification of Passing" score report;
- ☐ official transcripts showing conferral of the appropriate degree;
- ☐ all required fees (see "Fee Information" leaflet CL-659).

Applying for Renewal:

Applicants may submit their application for renewal directly through CCTC or through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or CCTC.

Renewal application packets must include:

- ☐ completed 41-4 application form;
- ☐ application fee (see "Fee Information" leaflet CL-659).